APA for Smarties

Using the APA Manual

• It’s a reference text
• All medical/scientific writing uses a “format”
• The APA format is used in all scholarly nursing publications
• For examples, look at any of your textbooks
So......You’d find the Title Page formatting information in:
Chapter 2
Section 01
APA for Smarties

How do I Look Something Up in APA?

- The page index looks like this:
  
title page 2.01

- The first number is the *chapter* of the manual

- The second 2 numbers are the *section* of the manual
Formatting Your Paper

Margins

- Top
- Left
- Right
- Bottom

All are 1 inch margins
Formatting Your Paper

Hint: Normal Formatting in Word
Formatting Your Paper

Title Page

- Page Header and Number
- Running Head (optional)
- Title of Paper
- Your Name (Byline)
- Affiliation
- Course
- Instructor
- Date
Formatting Your Paper

Page Number and Page Header

- Insert the Page Number (use the selection for top and set the text location to “flush right”)
- Five spaces between the page header and the page number
- Page header is usually two to three words
Running head

What is a Running head?

Optional, frequently used for publication

- An abbreviated title of no more than 50 characters
- A “mini title”
- Flush Left
- ALL CAPITALS
Formatting Your Paper

Running head

• Typed under the page header
• ALL UPPERCASE
• No more than 50 characters
Formatting Your Paper

Title
Name (Byline)
Affiliation
Course
Instructor
Date
Formatting Your Paper

Approximate center of page (from top)
Centered on page
Upper and lowercase
doublespaced
Formatting Your Paper

Hint
Create a Title page in correct format
Save it as “Title Page Format”
Use it for all of your papers
(don’t forget to rename the new document)
Formatting Your Paper

- Start on a new page (p. 2 if no abstract)
- Double space between lines
- Do NOT quadruple space between paragraphs
- Indent the first word of paragraphs by 5 spaces (or use the tab)
- The running head, page header and page numbers will appear in the headers automatically

Body of Paper
Formatting Your Paper

- Headings are used to indicate the organization of the paper and establish the importance of topics.
- Topics of equal importance have the same level of heading throughout the paper.
- Some faculty prefer to see headings such as Introduction and Conclusion and others feel this is inappropriate.
- Prior to using headings clarify how your faculty member wants them used.
Formatting Your Paper

- There can be 3 to 5 levels of headings
- 3 levels is adequate for most papers
- First Level—centered, uppercase and lowercase, **bold face**

  **This is a First Level Heading**
  (main header—title)

- Second Level—flush left, **bold face**, uppercase and lowercase

  **This is a Second Level Heading**
  (Major division of paper, like Introduction or Conclusion)

  *Remember to clarify this use*

- Third Level—indented, **bold face**, lowercase other than the first letter of the first word, ending with a period

  **This is a third level heading.**
  (Lower division of paper, like transition)

Headings

PLEASE

use

them!!!
Formatting Your paper

- Font size should be 12 point for the entire paper including the title page
- Use a serif font style (typically Times New Roman, Century Schoolbook, Arial). Do not use san serif fonts such as Broadway, Comic Sans or other fonts that are difficult to read.
- One space after all punctuation excluding periods at the end of a sentence which are followed by a double space
What is the difference between a reference and a citation?

- A citation occurs in the body of the paper.
- The citation gives the source of your statement and is used for a paraphrase OR a quote.
- Citations typically list the author(s) and year of the publication (and pages for a quotation).
- All sources cited must appear in the reference page.
Formatting Your Paper

Citations

- Document your sources (should match with your reference page—all citations referenced, all references used in citations)
- Helps readers to determine the source of your data/statements/assertions
- In general, include the authors and date of the publication
- Differ if used more than once in a paragraph
Formatting Your Paper

Citations

- One work, one author
- Author and date

Orr (2008) studies student’s reactions to a new webinar software.

Or

Webinar software was the focus of a student reaction study (Orr, 2008)
Formatting Your Paper

Citations

- One work, multiple authors
  - Authors and date, but varies by number of authors
    - 2 authors – always cite both
    - 3 – 5 authors – cite all first time, then first and et al.
    - 6 or more – first author and et al.
  - Refer to page 6.1 in the 6th edition of the APA Manual
  - Tidbit: et al. is a Latin phrase that means “and others”. Note that only the al. is followed with a period and that et al. is NOT italicized.
Formatting Your Paper

Citations

- One work, multiple authors
- Multiple citations of the same source in a paper are different:
  - First citation in the paper: cite authors and year as described before;
  - Greenberg, Ringl, Orr, and Andre (2008) found
  - Any other paragraph after the first citation: cite first and second authors and include the year. Use et al. for three or more authors and include year.
  - Greenberg et al. (2008) found
  - If a work is cited more than once in the same paragraph, the year is omitted if the author's name is used in the text rather than at the end of the sentence.
  - Greenberg et al. found no difference or no difference was found (Greenberg, 2008).
Formatting Your References

The Reference Pages

- Start on a new page
- Center the word “References” at the top of the page
- Double space the references (but no added spaces between)
- Listed in alphabetical order by the last name of the authors
Formatting References

- If two or more works by the same author, arrange the entries by year, the earliest first
- Invert all authors' names and use initials instead of first names
- With two or more authors use an & before the last name
- Separate names with commas

The Reference Pages
Formatting Your References

- Include names for the first six authors, after six end the list with et al.
- When a work has no author or editor, alphabetize by the first few words of the title other than An, A or The and the year
- Use double quotes around the title of an article, chapter or web page
- *Italicize the titles and subtitles of book*, capitalize only the first word of the title or subtitle (and all proper nouns).
- Capitalize the names of periodicals as you would normally and italicize

- The Reference Pages

- http://dianahacker.com/resdoc/p04_c09_s3.thml
Formatting Your Paper

Should I change the order of the authors to be alphabetical also?

- No, authors are listed in order of their importance to the publication (primary author, secondary author, etc.)
Where Can I Look Up How to Format References?

In APA 6th Edition, the most common reference forms are shown in Chapter Seven.

- Pages 193-224 list most print forms as well as electronic resources.
- Also included are retrievable personal communications, audiovisual media, software and data sets.
Formatting Your References

- Authors
  - Last name, first initial, middle initial if provided
- Date
  - In parenthesis followed by a period
- Title of Article followed by a period
  - Cap first word only
- Journal Name
  - In italics. Upper and lower case followed by a comma
- Volume, Issue, Pages
  - Volume in italics, number in parenthesis, pages first to last
  - Periodicals that start every issue with page 1 rather than continuous pagination, add the issue to the volume date
- Hanging indent, second and subsequent lines


Note that the electronic journal has a DOI (digital object identifier---a unique alphanumerical string).
Digital Object Identifier (DOI)

**Critical Features:**

“Assign each article a ’unique identifier and underlying routing system’ that direct readers to content, regardless of where the content resides.

“Use the DOI as an underlying linking mechanism ‘embedded’ in all reference lists of electronic articles that allows click-through access to each reference.”

Digital Object Identifiers

As an identifier:

- All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash.
- Typically located on the first page of an electronic resource article near the copyrights notice.

Linking Function:

May be hidden under a button labeled Article, CrossRef, PubMed or any other full text vended name. Readers may click to see the article.
Formatting Your References

**Book Without Authored Chapters**

- **Authors**
  - Last name, first initial, middle initial if provided
- **Date**
  - In parenthesis followed by a period
- **Title of Book**
  - Italic, cap first word only
- **Publisher**
  - City, and State: Name of publisher in upper and lower case (the state can be omitted if well known)
- **Hanging indent, second and subsequent lines**

Electronic Media

- Elements to Include in References to Electronic Sources
- Though not all Internet sources have title and copyright pages, include the same elements in the same order as you would for a fixed media source and add as much electronic retrieval information as needed for others to find the sources you cited.
- For journal articles always include the issue number with the volume number (regardless of whether the journal is paginated separately by issue or continuously by volume).
Electronic Media – Retrieval Date

- The date retrieved is important if the content you are citing is likely to be changed or updated (ex. A Wiki).
- When no fixed publication date, edition or version number can be cited, the retrieval date offers a snapshot of the content at the time of your research.
- No retrieval date is necessary for content that is not likely to be changed or updated, such as a book or journal article.
- In general, database information is not needed.
Electronic Media - DOI (Digital Object Identifier)

- A unique alpha-numeric string assigned by a registration agency to identify content and to provide a consistent link to its location on the Internet.
- When a DOI is available use instead of the URL.
- This may be hidden under a button labeled “Article,” “Cross-Ref,” “PubMed” or another full-text vendor name.
- When a DOI is used, no further retrieval information is needed to identify or locate content.
Electronic Media- Data Bases

- With the exception of hard-to-find books and other documents of limited circulation delivered by electronic data bases, the data base name is no longer a necessary element of the reference.
- If you include a data base name in your reference, do not include the database URL.
Electronic Media- URLs

- Test all URLs prior to submission on your reference list
- Give the home or menu page URL for: works whose full text is accessible by subscription only, reference works such as encyclopedias and dictionaries, online material presented in frames
Summary

- APA is the format selected for scholarly nursing publications
- The style for references is presented in the APA manual
- The APA format for electronic references was updated in 2009
Summary

- Some electronic sources have a DOI (digital object identifier) and some do not.
- If a source will not change, a date of retrieval is not needed (but general info on web pages should always have a date of retrieval).